



ACHIEVEMENT SERIES - CLASSROOM MODULE

Sharing Classroom Tests

Section 1: Sharing a Classroom Test with Individual Staff Members

1. Login to Achievement Series and select the **Classroom Area** button.
2. At the Classroom Area page, select the **Class** from the drop down list.
3. Select the test that you want to share by clicking the test name.

Export XLS						Count: 1
Active	Results	Test	Items	Test Status	Test Id	Test Date
	--	Math Grade 5 Weekly Test - Fractions	0	0/2	A: 10537 B: 36859 Random: 20462	3/30/05

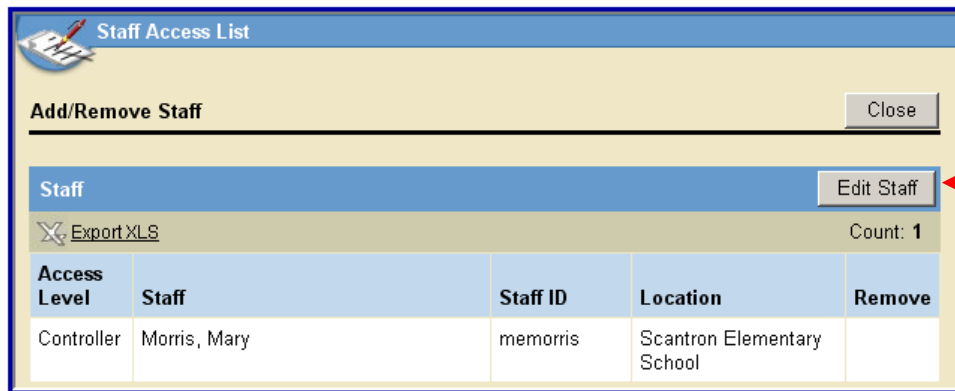
4. Select the **Share** tab and then click Edit Access List.

Note: This option will allow you to share the test with specific individuals.

Math Grade 5 Weekly Test - Fractions			Close
Content	Properties	Options	Share
Share Test			
Sharing Option			
Share With All Staff At The School.			
Export XLS			
Count: 1			
Access Level	Staff	Location	
Controller	Morris, Mary	Scantron Elementary School	

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5. At the Staff Access List screen, click **Edit Staff**.



Staff Access List

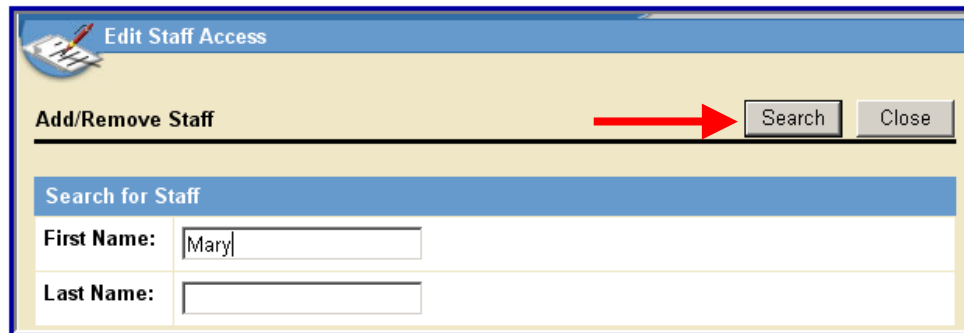
Add/Remove Staff Close

Staff Edit Staff

Export XLS Count: 1

Access Level	Staff	Staff ID	Location	Remove
Controller	Morris, Mary	memorris	Scantron Elementary School	

6. Enter the First and/or Last Name of the individual and then click **Search**.



Edit Staff Access

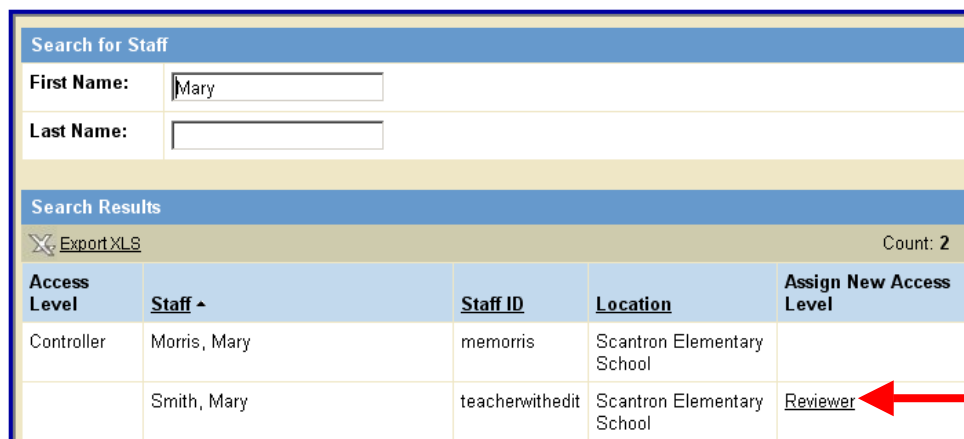
Add/Remove Staff Search Close

Search for Staff

First Name:

Last Name:

7. At the next screen, click **Reviewer** in the row containing the person's name.



Search for Staff

First Name:

Last Name:

Search Results

Export XLS Count: 2

Access Level	Staff ^	Staff ID	Location	Assign New Access Level
Controller	Morris, Mary	memorris	Scantron Elementary School	
	Smith, Mary	teacherwithedit	Scantron Elementary School	Reviewer

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8. At the next screen the **Access Level** for the person selected is confirmed.
The term for this individual's Access Level *Reviewer*.

Access Level	Staff ^	Staff ID	Location	Assign New Access Level
Controller	Morris, Mary	memorris	Scantron Elementary School	
Reviewer	Smith, Mary	teacherwithedit	Scantron Elementary School	<u>No Access</u>
Add/Remove Staff				<input type="button" value="Search"/> <input type="button" value="Close"/>

9. Click **Close** when you are finished.

Additional Option:

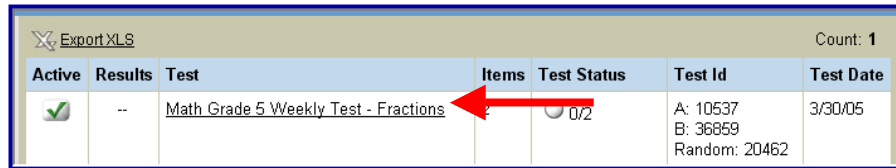
- Click **No Access** to remove access to the test.

Access Level	Staff ^	Staff ID	Location	Assign New Access Level
Controller	Morris, Mary	memorris	Scantron Elementary School	
Reviewer	Smith, Mary	teacherwithedit	Scantron Elementary School	<u>No Access</u>
Add/Remove Staff				<input type="button" value="Search"/> <input type="button" value="Close"/>

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Section 2: Share a Classroom Test with All School Staff Members

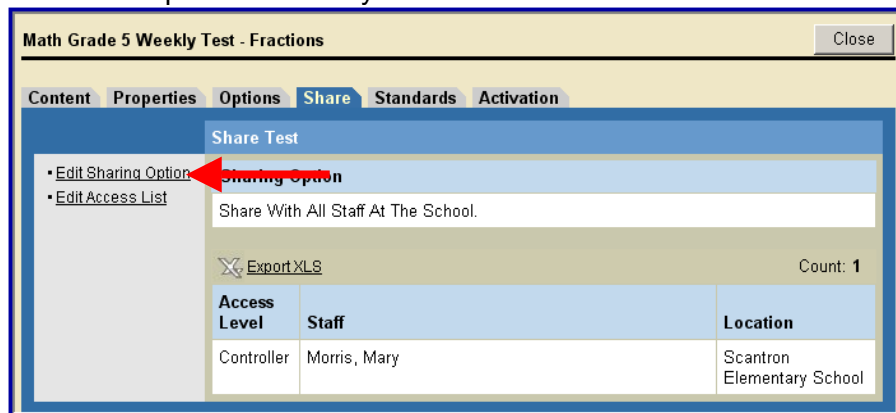
1. Login to Achievement Series and select the **Classroom Area** button.
2. At Classroom Area page, select the **Class** from the drop down list.
3. Select the test that you want to share by clicking the test name.



Active	Results	Test	Items	Test Status	Test Id	Test Date
	--	Math Grade 5 Weekly Test - Fractions	0/2		A: 10537 B: 36859 Random: 20462	3/30/05

4. Select the **Share** tab and then click **Edit Sharing Option**.

Note: This option will allow you to share the test with all school staff.



Math Grade 5 Weekly Test - Fractions Close

Content Properties Options **Share** Standards Activation

Share Test

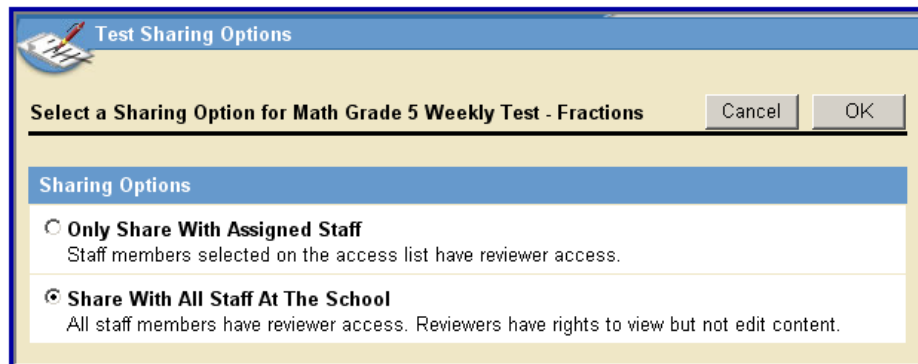
- Edit Sharing Option
- Edit Access List

Share With All Staff At The School.

Count: 1

Access Level	Staff	Location
Controller	Morris, Mary	Scantron Elementary School

5. Click **Share with All Staff At the School** and then click **OK**.



Test Sharing Options

Select a Sharing Option for Math Grade 5 Weekly Test - Fractions Cancel OK

Sharing Options

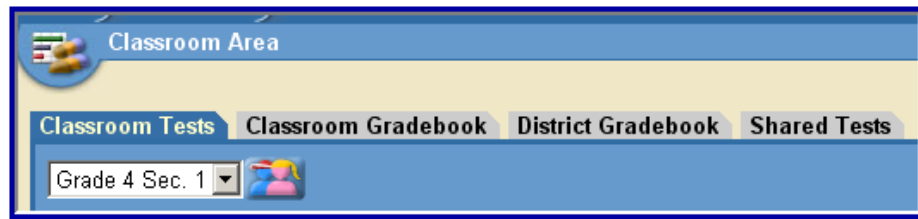
☐ **Only Share With Assigned Staff**
Staff members selected on the access list have reviewer access.

☒ **Share With All Staff At The School**
All staff members have reviewer access. Reviewers have rights to view but not edit content.

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Section 3: Accessing and Accepting Tests That Are Shared with You

1. Login to Achievement Series and select the **Classroom Area** button.
2. When you arrive at the Classroom Area, select the **Shared Tests** tab.



3. If any tests have been shared with you, they will appear on the *Shared Tests* tab.

Click the test name to advance to the test content and other test properties.

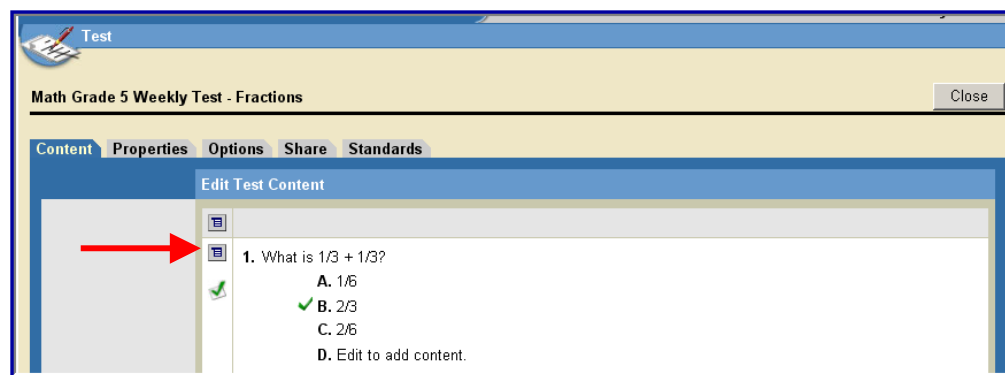
The screenshot shows the 'Shared Tests' tab with a table of test results. The table has columns: Copy, Test (Read-only), Items, Grade, Subject, Created, and By. There is one row of data for 'Math Grade 5 Weekly Test - Fractions'.

Copy	Test (Read-only)	Items	Grade	Subject	Created	By
	Math Grade 5 Weekly Test - Fractions	2	5	Mathematics	3/30/05	Morris, Mary

4. After clicking the *test name* you can view this *read-only* information for the test: Content, Properties, Options (for online testing), Share status and Standards.

Click the gray edit box next to the item to view extended item information in *read only* format. Note: You can add Bias Reviews and Comments to any items.

Click **Close** to return to the Shared Tests tab.



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5. To accept a test that has been shared with you, then complete these steps:

A. On the Classroom Area **Shared Tests** tab click the **Copy** button.

Copy	Test (Read-only) ^	Items	Grade	Subject	Created	By
	Addition - Standard 2.3.1.a	3	4	Mathematics	4/2/05	Jones, Shirley
	Conjunctions	5			3/23/05	Bartels, Piper
	Direct Objects	4	4	Language Arts	3/24/05	Bartels, Piper

B. Enter **Test Name**, **Test Date** and select the **Class** to accept the copied test.

Then click **OK**.

Cancel OK

Test Properties

Selected Test Addition - Standard 2.3.1.a

Test Name *

Test Date

* = required information

[Export XLS](#) Count: 2

Select	Class ^	Primary Staff	Students	Grade
<input checked="" type="radio"/>	Grade 4 English Sec. 1	Jones, Shirley	10	4
<input type="radio"/>	Grade 4 Math Sec. Per 4, Per./Block 4	One, Teacher	10	4

C. The accepted test appears in the Classroom Area for the designated Class.

Click the **Active** button to activate test when you are ready to administer it.

Active	Results	Test	Items	Test Status	Test Id	Test Date ^
	--	Quick Pick on Tuesdat	1	0/10	21070	4/12/05
	--	Addition - Standard 2.3.1 a - Review Test	3	0/10	Inactive	4/12/05